

VACANCY ANNOUNCEMENT NUMBER: 03-004

POSITION (Title, Series, Grade): Government Ethics Specialist, GS-0301-09

SALARY: \$40,044 - \$89,774 Per Annum

PROMOTION POTENTIAL: GS-13

NUMBER OF POSITIONS TO BE FILLED: 1

OPENING DATE: May 7, 2003

CLOSING DATE: May 22, 2003

DUTY LOCATION: Washington, DC

WHO MAY APPLY:

Applications will be accepted from current Federal employees serving under a career or career conditional appointment, candidates with reinstatement eligibility, or candidates eligible for special appointing authority. VEOA-eligible veterans may apply.

Open to Interagency Career Transition Assistance Program (ICTAP) eligibles and VEOA-eligible veterans only.

Open to Agency Career Transition Assistance Program (CTAP) eligibles only.

MAJOR DUTIES:

The position you are applying for is located in the Program Services Division, Office of Agency Programs, Office of Government Ethics (OGE). If selected for the position, you will assist desk officers, who are responsible for overseeing the ethics programs for executive branch departments and agencies and providing liaison services to Designated Agency Ethics Official (DAEO) and subordinate ethics officials. You will assist the desk officers as they work with ethics officials to develop, maintain, and improve all systems within the departments and/or agencies ethics programs. Liaison services include the following duties: providing oversight through the collection and analysis of survey and questionnaires, interpretation of criminal conflict of interest statutes and standards of conduct regulations, technical assistance by determining tangible actions to take in resolving problems identified during ethics program reviews, and training. You will also participate in meeting with DAEOs and agency ethics staffs to discuss issues confronting agency ethics programs; participate in projects that further the educational/training mission of the Office, which may include assisting in developing training courses and products to be used by OGE to train agency ethics officials and by agency ethics officials to train agency personnel. You will assist in the administration of OGE's financial disclosure system by reviewing financial disclosure forms filed by employees who are presidentially appointed and Senate confirmed; and responding to questions from the general public on the Executive branch ethics programs.

QUALIFICATIONS REQUIRED:

Experience or Education: Experience: At least one year of specialized (equivalent to the GS-7 level) applying knowledge of the functions, processes, and principle of management and the ability to apply them to management and improvement of Executive Branch ethics programs; conducting training on standards of conduct, criminal conflict of interest statutes, and/or financial disclosure regulations; conducting initial review of annual and termination public financial disclosure reports and providing advice on criminal conflict of interest statutes, standards of conduct regulations on internal agency policies. Education: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

1. Ability to analyze and evaluate an organization and its programs.
2. Ability to plan and organize work to achieve program goals.
3. Ability to communicate in writing.
4. Ability to communicate orally.

BASIS OF RATING:

The information provided in the KSA responses will be heavily relied upon in the rating process. Applicants must prepare a concise narrative addressing EACH of the KSAs listed. Show how your experience and/or education provided you with that KSA. Responses must be separate from the application form.

The information provided in the KSA responses will be heavily relied upon in the rating process. You must prepare a concise narrative addressing EACH of the KSAs listed. Show how your experience and/or education provided you with that KSA. Your responses must be separate from the application form. See KSA section. In addition, for those of you who have special selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP), you must be well-qualified for this position to receive consideration for special priority selection. As a CTAP or ICTAP eligible, you will be considered well-qualified if you meet the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; are physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and are rated by the organization at least at the third level rating system on all quality ranking factors, if applicable. For more information on CTAP/ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position will be filled on a permanent basis.

Position may require completion of a one year probationary period.

CONDITIONS OF EMPLOYMENT:

Under Executive Order 11935, only United States citizen and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

This is not a drug-testing designated position.

Government facilities are required to provide a smoke free environment for their employees.

Smoking will be permitted only in designated areas.

OTHER INFORMATION:

You must have completed at least 52 weeks at the next lower grade-interval than the grade applying for in order to meet the time-in-grade requirement for this position. Creditable service includes competitive and excepted service in the General Schedule and other pay systems. Time-in-Grade requirements do NOT apply to you if you are applying under noncompetitive special appointing authorities; if you have previously held the grade applying for under a non-temporary appointment in the competitive or excepted service; if you have served in a non-General Schedule position continuously during the previous 52 weeks has been totally under temporary appointment.

You must meet all qualification requirements, including time-in-grade requirements, by the closing date of the announcement.

First consideration will be given to CTAP and ICTAP eligibles.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action. The Office of Government Ethics provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Privacy Act Notice (PL 93-579): The office of Personnel Management and other Federal agencies rate applicants for Federal jobs under authority of sections 1104, 1302, 3301, 3304, 3361, 3393, and 3394 of Title 5 of the United States Code. We need the information requested to evaluate your qualification. Other laws require us to ask citizenship, military service, etc.

HOW TO APPLY:

All status candidates and reinstatement eligibles (current and former government employees) must submit a copy of their SF 50 showing career, career-conditional, or reinstatement eligibility.

Failure to submit all required documents and other information requested by the closing date of this announcement will result in your not receiving consideration. Your qualifications will be evaluated solely on the information submitted in your application. Materials submitted as part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Your application should provide sufficient information to enable Human Resources to properly evaluate your application against Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

You may apply by submitting a Resume, 'Optional Application for Federal Employment' (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine your suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included (in addition to specific information requested elsewhere in this vacancy announcement): Announcement number, title, and grade(s) of the position for which you are applying; full name, mailing address (with ZIP Code), day and evening phone numbers (with area code); country of citizenship; veteran's preference, and social security number. Your application should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

Status candidates and reinstatement eligibles must include 1) a copy of your most recent Notification of Personnel Action (SF-50) showing proof of competitive status; and 2) a copy of your current Performance Appraisal (must be within 15 months from closing date of the announcement). Should you be unable to provide your most recent performance appraisal, you must provide written documentation explaining why an appraisal cannot be provided.

If you have special priority selection eligibility under the CTAP/ICTAP, you must be well qualified for the position to receive consideration for special priority selection. (See Basis for Rating for definition of 'well qualified.')

If you are a Federal employee seeking CTAP/ICTAP eligibility, you must submit proof that you meet the requirements of 5 CFT 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes proof of eligibility, a copy of your most recent Performance Rating and a copy of your most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

If you are filing under the VEOA (Veterans Employment Opportunity Act), the VRA (Veterans Readjustment Appointment), or the 30% or more Disabled Veterans Authority, you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty; if applicable, official documentation from the VA or branch of Armed Services that is dated within the past 12 months documenting your compensable disability; and, if applicable, and SF-15 (Application for 10pt. Veteran Preference) and any other documentation required in that form. If you are still on active duty, obtain a statement of service from your unit which states the date you entered active duty, the date you are separating, and the campaign medals you have received.

For additional information about this position please contact:

MS. ROBERTS
202-208-8000

Submit your application package to:

OFFICE OF GOVERNMENT ETHICS
1201 NEW YORK AVE, NW
SUITE 500
WASHINGTON, DC 20005

Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization, personal favoritism or any other non-merit factors.